

Guide for Parents/Guardians How to Register, Request and Deliver Transcripts Electronically

This document provides parents/guardians of high school students with the following information about the Parchment electronic transcript service:

- An explanation of the e-Transcript Initiative and Parchment;
- The benefits of the Parchment Service;
- An overview of how the system works;
- What services are available to students and alumni;
- Helpful tips and contact information;
- Instructions for setting up an account;
- Instructions on how to add your school to your Parchment account and
- Instructions on how to request delivery of your transcripts.

Michigan e-Transcript Initiative

The State of Michigan's Center for Educational Performance and Information (CEPI) has partnered with Parchment to offer the Michigan e-Transcript Initiative. The State of Michigan provides this program to all public and private/independent Michigan high schools and postsecondary institutions at no cost to either the students or the schools. The FERPA-compliant (Family Educational Rights and Privacy Act) service allows a student or alumni to send a transcript and other supporting admission documents from his/her high school or college to more than 4,000 colleges and universities nationwide, as well as to third-party destinations.

Parchment

Parchment is the leading provider of educational records management services. Parchment manages the ordering, processing and secure delivery of student records for K-12 and postsecondary institutions nationwide. Parchment is headquartered in Scottsdale, Arizona, with representatives throughout the United States.

Benefits of the Parchment Service

- The request process is streamlined for both current and alumni students.
- All Michigan public universities, community colleges and several independent colleges have signed up to receive electronic transcripts through this service.
- Transcripts can be requested online 24 hours a day, seven days a week through the school's website, the Michigan College Access Portal (MichiganCAP) or at Parchment.com.
- There is no charge to have transcripts sent to participating colleges in Michigan and partner states.
- Students are automatically notified when transcripts are processed and received, reducing anxiety.
- Transcripts are quickly delivered to Michigan and nationwide colleges and scholarship programs.
- Transcripts are processed electronically for your school for delivery to any destination nationwide.

How the System Works

- To send a transcript, your child will go to the Michigan E-Transcript link on his/her school's website or the Michigan College Access Portal (MichiganCAP), which directs your child to Parchment's system. Your child will complete a one-time registration and identify the desired transcript recipient(s). *If your child is a minor, a parent or guardian must complete the registration process on his/her behalf.*
- The system promptly processes the order and notifies the sending school's administrator of the request via email. The sending school's administrator retrieves your child's transcript from the school's student

information system and electronically sends it to Parchment. Parchment then delivers the transcript to the receiving destination(s) in the acceptable format for the receiving destination.

- The receiving destination is notified via email that a transcript is available for download (if an electronic recipient). The receiving destination's administrator logs into the Parchment system and downloads the transcript. If the receiving destination is not yet an electronic recipient, the transcript is delivered via U.S. mail and instructions are provided for how to become an electronic recipient.
- Your child is notified via email every step of the way: 1) when the transcript request is received by Parchment, 2) when the sending school's administrator processes the request and 3) when the receiving destination's administrator downloads the transcript.

Services Available to Students

- The Parchment system keeps track of all transcripts your child sends throughout his/her college and career path.
- Your child has the opportunity to request his/her current transcript or the next grading period transcript.
- Your child receives email confirmations every step of the way, which eliminates anxiety and the need for follow-up with school staff.
- A Profile tab is available in the Parchment system to enable your child to update his/her information as needed throughout his/her college and career path.
- The Parchment system provides online training at your child's fingertips to help your child when requesting a transcript.
- Parchment provides your child the opportunity to import his/her college application ID directly onto his/her transcript, which enables the receiver to match up incoming documents.
- The database of electronic recipients is searchable and up-to-date. This means that your child does not need to know the address of the receiving destination.
- Your child can send transcripts to non-registered destinations. However, a fee is applied. This fee needs to be paid via credit card, debit card or cash card (cash cards are available at most local grocery stores and pharmacies). Please consult with your child's school on how to handle these requests.

Tips

- Become familiar with the Parchment Service. This document provided an overview, but more information is available on the CEPI website at www.michigan.gov/cepi.
- Complete the student online registration with your child as soon as possible. Doing this task now will save your child time when making his/her first e-Transcript request.
- Make certain that the information entered during the online registration is accurate. It is important that your child enters his/her first and last name as they would appear on the transcript, which will enable Parchment to easily match up the online request with the transcript Parchment receives from your child's school.
- Look for the Welcome Message upon your child's log-in. The school has the opportunity to post information regarding procedures specific to the school, such as how to handle fee-generating destinations, why a hold on a transcript may occur and dates when staff will not be available to process transcripts.
- Encourage your child to know the school's policy on sending transcripts to fee-generating destinations. This information may appear in the Welcome Message, in the student handbook and/or in the guidance counseling office.
- View the Profile tab feature in the Parchment system with your child. Make sure information is up-to-date and know the procedure to change it. If this information is not up-to-date, this may delay transcript processing.
- Complete a transcript request with your child. Make sure he/she becomes familiar with the destination selection buttons, the FERPA agreement acceptance, the fee collection screen (if fees apply) and the confirmation page. Selecting "Other Destination" when the destination already appears in Parchment's searchable database will incur fees.

- Remind your child to use the Application ID feature when requesting a transcript. The potential benefits of importing this ID into the online field are: 1) helps ensure a complete admissions submission and 2) a faster admission notification.
- Follow up with your child to make sure a transcript was requested for those postsecondary institutions, scholarship funds or employers that require one well in advance of the submission deadline.
- Remind your child to keep an eye out for the email notifications that he/she will receive. These notifications provide information to your child each step of the way.
- Make sure your child can locate the Transcript ID Number on the Order Status screen. This number is to be used for any inquiries pertaining to that transcript request.

Contact Information

If you have questions about the approval of your child's transcript request, contact the school. If you have questions about the receipt of a transcript sent by mail, contact the destination it was sent to. For all other questions, please visit Parchment's student support page at <http://www.docufide.com/contact-us/students>.

Setting Up Your Child's Account

A simple registration must be completed to set up an account, and only has to be completed one time. This one-time registration gathers basic student information to enable Parchment to match your child's request with the transcript data Parchment receives from the school. Through this account, your child can track the transcript requests he/she has made throughout his/her educational career.

Step 1: Go to your child's school's website, find the Michigan e-Transcript link, and click on it. Look for the link on the homepage, guidance counseling page and perhaps the alumni page.



The screenshot shows the La Cañada High School website. The header features the school's name "LA CAÑADA HIGH SCHOOL" and the tagline "Home of the Spartans". A navigation bar includes links for Information, Administration, Students, Academics, 7/8 Small Schools, Parents, and Alumni. On the left, a "Students" sidebar lists various resources. The main content area highlights the "Michigan e-transcript" link with a red box. Below the link, there is explanatory text about the transcript request process and tracking options. A footer at the bottom provides additional navigation links.

LA CAÑADA HIGH SCHOOL
Home of the Spartans

Information • Administration • **Students** • Academics • 7/8 Small Schools • Parents • Alumni

Students

- Counselors
- Student Activities
- Athletics
- Band / Orchestra
- Clubs
- Calendars
- Internet Resources

Michigan e-transcript

[Click here to request transcripts](#)

The link above provides you with the ability to request transcripts through Secure Transcript. Transcripts requested online are sent securely to the colleges, universities, or scholarship funds that you select.

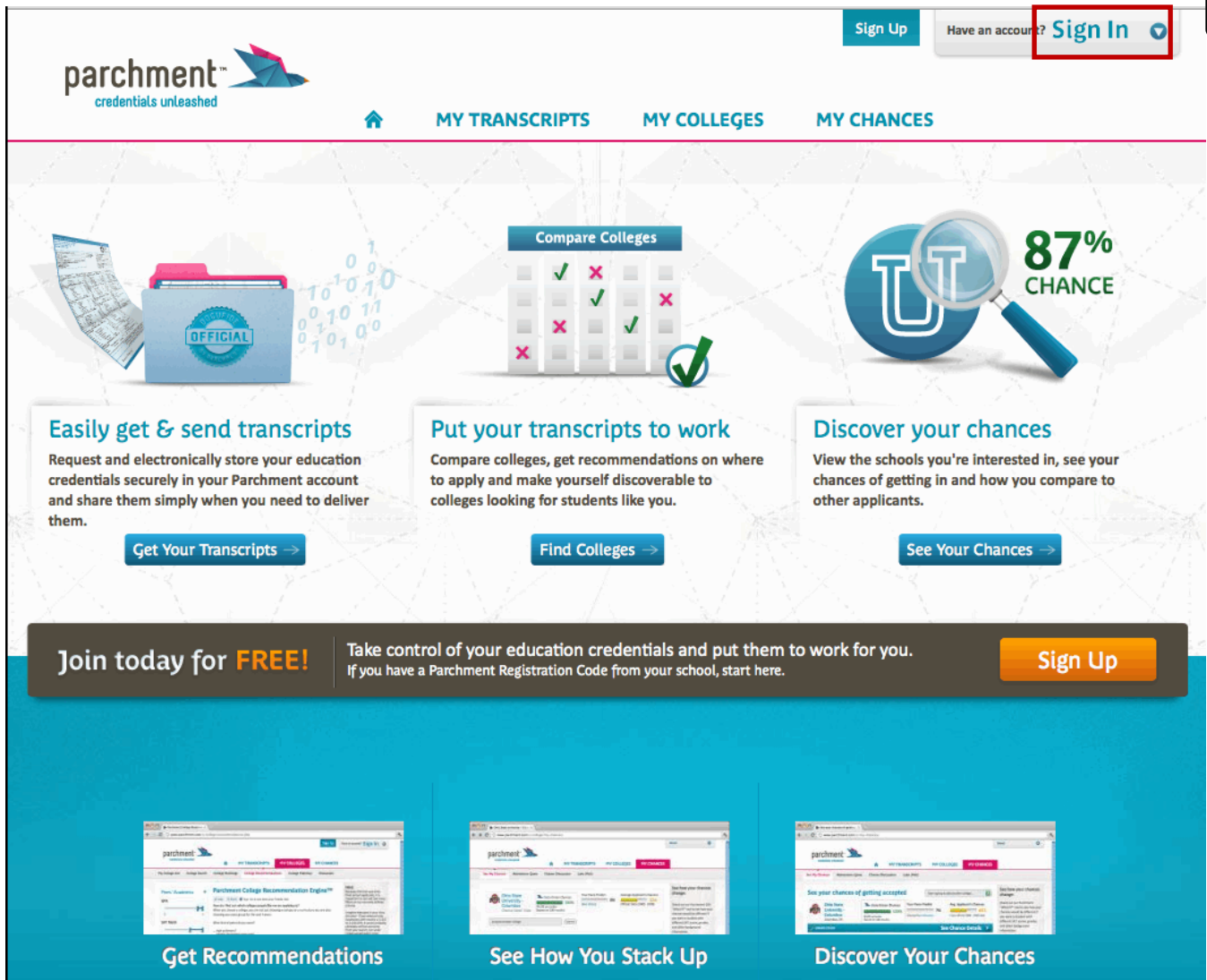
You may track your request online, and you will also receive an email notification when we approve your transcript request, and again when your transcript is mailed (or delivered electronically, based on the delivery preference of the destination that you selected).

[Home](#) | [Information](#) | [Administration](#) | [Students](#) | [Academics](#) | [7/8 Small Schools](#) | [Parents](#) | [Alumni](#)
[Library](#) | [District](#) | [La Cañada Elementary](#) | [Palm Crest Elementary](#) | [Paradise Canyon Elementary](#)

1

Step 2: Or you can log in directly at Parchment at the following link: www.Parchment.Com. Click on the **Sign In** button at the upper right hand corner.

2



The image shows the Parchment website homepage. At the top right, there is a 'Sign Up' button and a 'Have an account? Sign In' button, which is highlighted with a red box. Below the navigation bar, there are three main sections: 'Easily get & send transcripts', 'Put your transcripts to work', and 'Discover your chances'. Each section has a brief description and a 'Get Your Transcripts', 'Find Colleges', or 'See Your Chances' button respectively. At the bottom, there is a dark banner with the text 'Join today for FREE!' and 'Take control of your education credentials and put them to work for you. If you have a Parchment Registration Code from your school, start here.' followed by a 'Sign Up' button. Below the banner, there are three screenshots of the Parchment interface showing 'Get Recommendations', 'See How You Stack Up', and 'Discover Your Chances'.

parchment
credentials unleashed

Sign Up Have an account? **Sign In**

MY TRANSCRIPTS MY COLLEGES MY CHANCES

Compare Colleges

87% CHANCE

Easily get & send transcripts
Request and electronically store your education credentials securely in your Parchment account and share them simply when you need to deliver them.
[Get Your Transcripts →](#)


Put your transcripts to work
Compare colleges, get recommendations on where to apply and make yourself discoverable to colleges looking for students like you.
[Find Colleges →](#)

Discover your chances
View the schools you're interested in, see your chances of getting in and how you compare to other applicants.
[See Your Chances →](#)

Join today for FREE! Take control of your education credentials and put them to work for you. If you have a Parchment Registration Code from your school, start here. [Sign Up](#)

Get Recommendations **See How You Stack Up** **Discover Your Chances**

Step 3: Provide contact information for yourself and your child.

 [Sign Up](#) [Have an account? Sign In](#)

[Home](#) [MY TRANSCRIPTS](#) [MY CHANCES](#) [DISCUSSION 10](#)

1 Account Information **2** College Discovery (optional) **3** Registration Complete

Have a Parchment Registration Code?
Already have a Parchment account? [Sign in](#) * Required Field

My Parchment Account Information

Are you a: *

☐ Student, current or former creating my own Parchment account

☒ Parent or guardian, creating Parchment account for my minor (under 18) child

My Information

Name * First Middle Last Generation

Student Information

Name * First Middle Last Generation

Gender * Gender

Date of Birth * Mo Day Year

3

Step 4: Create your child's account by providing a valid email address and password, and answer two security questions in the event you need to retrieve a forgotten password. Click on the **Save & Continue** button.

Your Parchment Account Information

Email Address * Confirm Email Address * Must be valid. A confirmation email will be sent to this address.

Password * Confirm Password * Password must be a minimum of 6 characters and include at least 1 letter and 1 number.

* Required Field

Security Questions

Secret Question 1 * Secret Answer 1 *

Secret Question 2 * Secret Answer 2 *

[Save & Continue](#)

Optional: You have the opportunity to select an "Opt in" preference. If you choose to "Opt in," you are approving your child's participation in Parchment's College Discovery program, in which Parchment will then share some of the information you provide to a variety of colleges and programs for these colleges/programs to send your child information about themselves. No information is shared without this approval.

My Opt-In Preferences

* Required field

College Discovery *

Colleges, scholarship programs, and lenders are looking for students like you. Here's how it works: Once you say we are allowed to do so, we will make some of the information you provide to Parchment available to a variety of colleges and programs. Then the colleges and programs send you information about themselves, so you can see if they fit your college plans. Colleges cannot find you at Parchment unless you chose to opt-in. Opting-in will not share your transcript with anyone unless you chose to do so.

☐ Yes, share the information I provide with those colleges looking to discover me at Parchment.

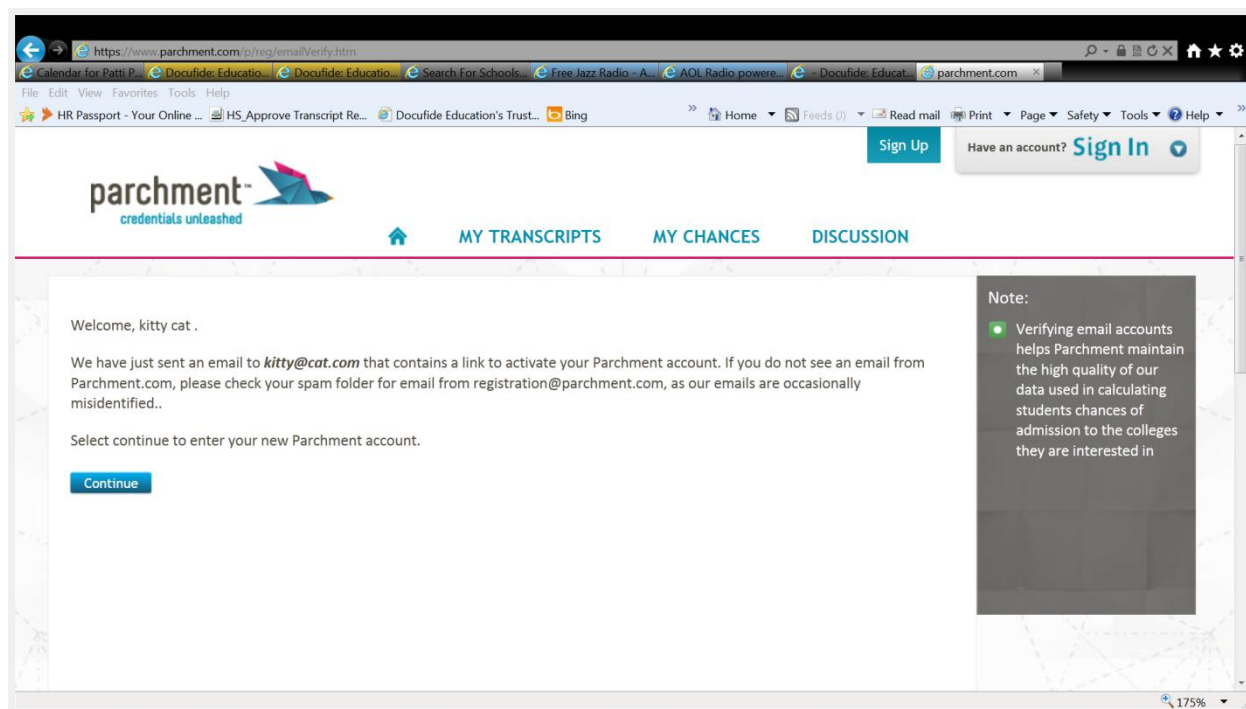
☐ No, I do not want to participate in College Discovery. Do not share any of my information with those colleges that may be interested in me.

Parchment Newsletter *

☐ Yes, send me the Parchment email newsletter

☐ No, do not send me emails (Parchment may still send emails that are part of the service)

You will receive confirmation that you have successfully created your child's Parchment account.



Add a School to Your Child's Account

You can add your child's school to his/her account to begin requesting delivery of the transcript. To add a school to his/her account:

Step 1: Select the **My Transcripts** tab.

Step 2: Click on the **Get Started** button.

The screenshot shows the Parchment website interface. At the top right, the user's name 'Michael Smith' is displayed. The navigation bar includes 'MY TRANSCRIPTS', 'MY COLLEGES', and 'MY CHANCES'. The 'MY TRANSCRIPTS' tab is highlighted with a red box and labeled with a blue box containing the number 1. Below the navigation bar, there are sub-tabs: 'Manage', 'Request', 'Deliver', and 'Track'. The 'Manage' sub-tab is active. The main content area has the heading 'Store, send, and track your credentials' and a paragraph explaining the service. A red box highlights the 'Get Started' button, which is labeled with a blue box containing the number 2.

Step 3: Search Parchment's database to locate your school based on any combination of name, city and state.

The screenshot shows the 'Request your transcript to your Parchment Account' page. At the top right, the user's name 'Michael Smith' is displayed. The navigation bar includes 'MY TRANSCRIPTS', 'MY COLLEGES', and 'MY CHANCES'. The 'MY TRANSCRIPTS' tab is highlighted. Below the navigation bar, there are sub-tabs: 'Manage', 'Request', 'Deliver', and 'Track'. The 'Request' sub-tab is active. The main content area has the heading 'Request your transcript to your Parchment Account' and a paragraph explaining the service. Below the paragraph, there is a form to search for a school. A red box highlights the search form, which includes a text input field with 'screaming', a 'City' input field, a 'State' dropdown menu, and a 'United States' dropdown menu. A blue box with the number 3 highlights the 'Search' button. Below the search form, there is a section titled 'Matching Schools' with a table showing search results.

High School	City, State	Country
<input type="radio"/> Screaming Eagle High School	Eagle Rock, IN	US


At the bottom right of the page, there are two buttons: 'Save & Continue' and 'Can't find your school?'.

Step 4: Provide your enrollment information. This step enables your school to locate your transcript.

Step 5: Indicate if you wish to waive your right to view your Secondary School Report or Letters of Recommendation.

Step 6: Indicate if you wish to further refine your opt in settings for the voluntary College Discovery program.

Michael Smith



MY TRANSCRIPTS

MY COLLEGES

MY CHANCES

Manage

Request

Deliver

Track

Your Enrollment Information

Please provide the following information to help us find your transcript at Screaming Eagle High School

** Required field*

Enrollment Status *

☒ Currently Enrolled

☐ Not Currently Enrolled

Date Started: *

Year

Class of: *

Year

Student ID:

Social Security Number:

Last 4 digits

4

I recognize the confidential nature of the Secondary School Report and other recommendations and

☐ I do waive my right to access

☐ I do not waive my right to access

5

Colleges, scholarship programs, and lenders are looking for students like you. Here's how it works: Once you say we are allowed to do so, we will make basic information about you (the information provided during registration and the colleges you are interested in) available to a variety of schools and programs. Then the schools and programs send you information about themselves, so you can see if they fit your college plans. Colleges cannot find you at Parchment unless you chose to opt-in.

☐ Yes, share the information I have provided in registration, my transcript from Screaming Eagle High School and the colleges I am interested in with those colleges looking to 'discover' me through my Parchment account.

☐ No, I do not want to participate in College Discovery. Do not share any of my information with those colleges that may be interested in me.

Keep in mind that this is an optional bonus service that you are not required to use when using our other services and there are slightly different rules associated with using it.

6

Step 7: Enter the Parchment Registration Code, or electronically sign the form using a mouse, stylus or touchpad. This step allows Parchment to process your child's transcript request.

Step 8: Check the box if you wish to request a free, unofficial copy of your child's transcript to be stored in his/her Parchment account.

Step 9: Click on the **Save & Continue** button.

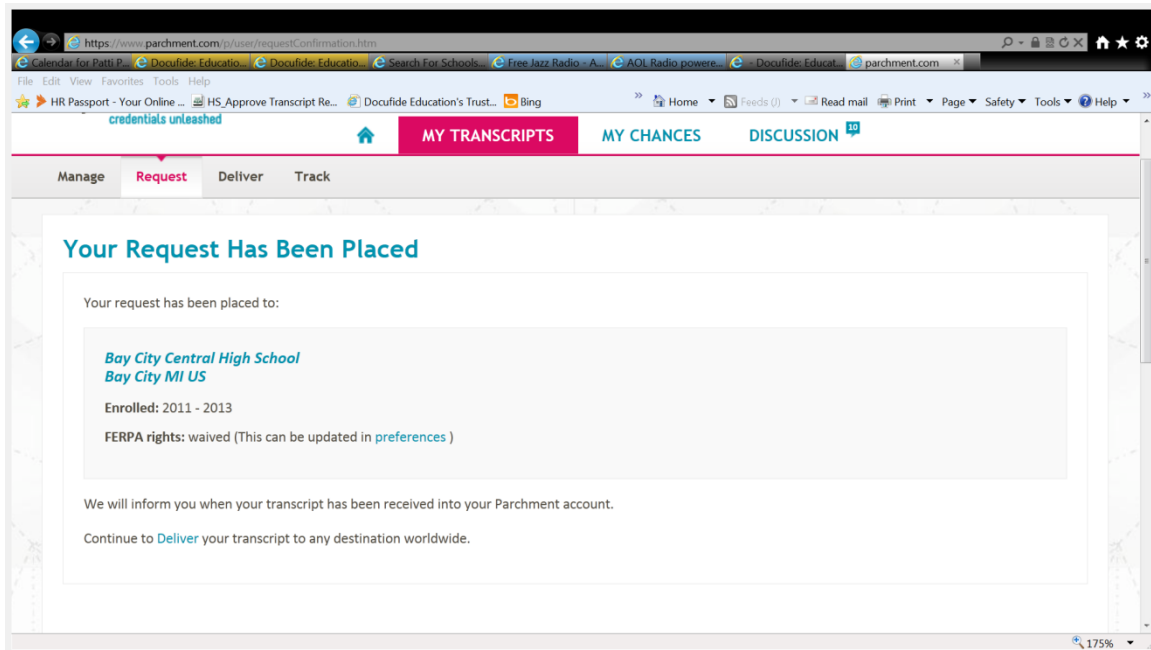
The screenshot shows the 'Transcript Authorization Form' on the Parchment website. The form includes a header with navigation links: 'Manage', 'Request', 'Deliver', and 'Track'. The main content area contains the following sections:

- Transcript Authorization Form**: A heading in blue text.
- Introduction**: A paragraph explaining that federal regulations require a signature before processing a transcript request for Patti Passow. It states that authorization allows the transcript to be delivered to designated destinations not in the database of authorized destinations.
- Authorized Representative**: A section stating that Parchment will keep the authenticated form on file and that the user will not be required to sign it again when placing additional requests for transcripts from this school. It also notes that the user can withdraw this authorization at any time by signing into their account and accessing their preferences.
- User Information**: A section displaying the user's name 'Patti Passow', date of birth '09/01/1990', and gender 'F'.
- Registration Code**: A section with a text input field for the 'Parchment Registration Code' and a link 'Had a Parchment Registration Code and lost it?'.
- Signature**: A section with a large text input field for a signature, a 'Clear Signature' button, and a checkbox for 'I certify under penalty of law that I am the individual identified below and I am authorized to take this action.'.
- Authorization**: A section with a checkbox for 'I also authorize a copy of my transcript to be stored in my Parchment account where I will be able to view and manage this document, and can use it for various optional services.'.
- Save & Continue**: A button at the bottom left of the form.

Numbered callouts are present on the form:

- 7**: A blue circle with the number 7, pointing to the signature input field.
- 8**: A blue circle with the number 8, pointing to the checkbox for storing the transcript in the Parchment account.
- 9**: A blue circle with the number 9, pointing to the 'Save & Continue' button.

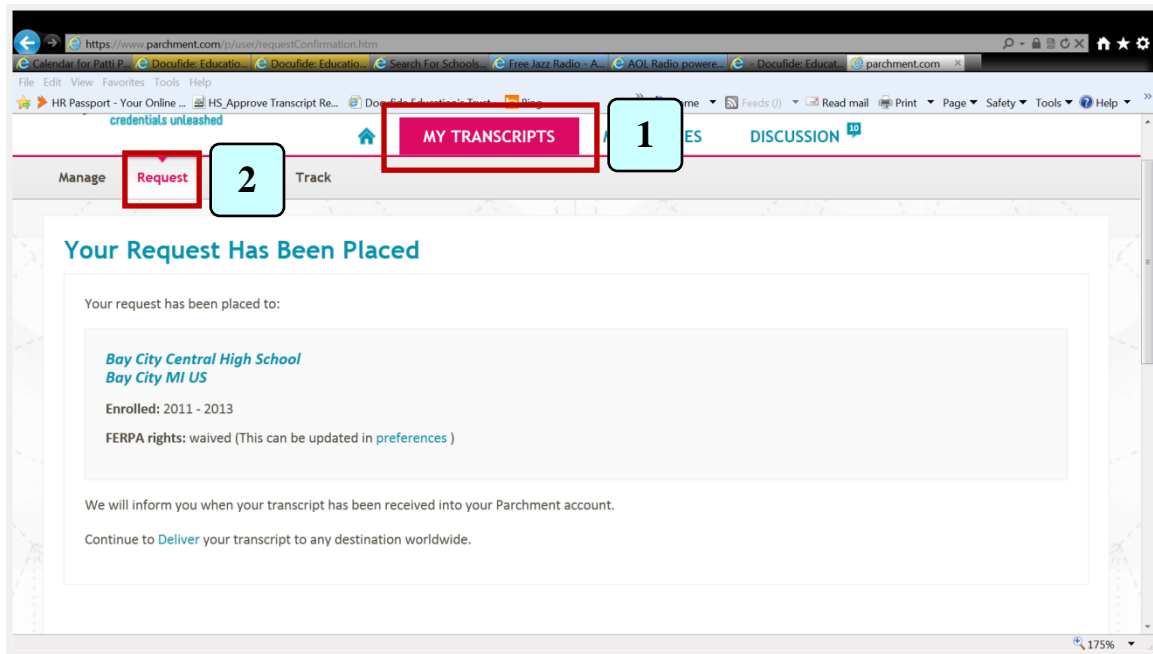
You will receive confirmation that your child's school has been added to his/her account.



Request Delivery of Your Child's Transcript

Step 1: Click on the **My Transcripts** tab.

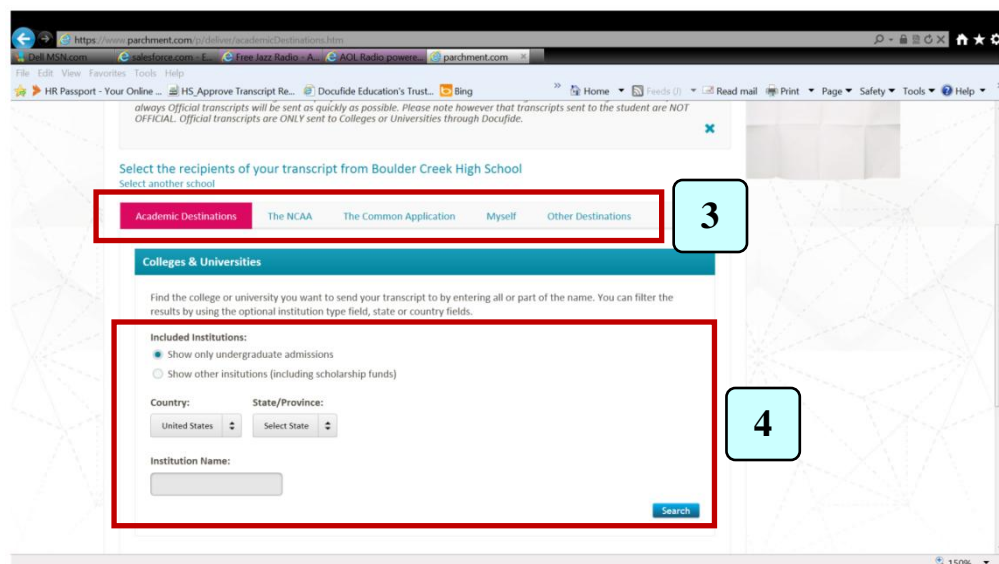
Step 2: Click on the **Request** tab.



Step 3: Search for your destination. To narrow your search, click on the type of destination:

- Academic Destinations – colleges/universities and scholarship funds
- The National Collegiate Athletic Association
- Myself – send an official transcript to your email address or physical address
- The Common Application
- Other Destinations

Step 4: When searching for colleges/universities and scholarship funds, find your destination by using the name of the destination, city, state and/or country. Click on the **Search** button.



Step 5: Click on the box next to your desired destination(s).

5

Institution Name	City, State Country	Organization Type
<input type="checkbox"/> California Polytechnic State Univ - SLO	San Luis Obispo, CA US	Public University/4 Year College
<input type="checkbox"/> California State University - Fullerton	Fullerton, CA US	Public University/4 Year College
<input type="checkbox"/> California State University - Fullerton	Fullerton, CA US	Public University/4 Year College
<input type="checkbox"/> California State University - Dominguez Hills	Carson, CA US	Public University/4 Year College
<input type="checkbox"/> California State University - Northridge	Northridge, CA US	Public University/4 Year College
<input type="checkbox"/> California State University - Northridge	Northridge, CA US	Public University/4 Year College
<input type="checkbox"/> California State University - Northridge	Northridge, CA US	Public University/4 Year College
<input type="checkbox"/> California State University - San Marcos	San Marcos, CA US	Public University/4 Year College
<input type="checkbox"/> California State University - Bakersfield	Bakersfield, CA US	Public University/4 Year College
<input type="checkbox"/> California State University - Long Beach	Long Beach, CA US	Public University/4 Year College

Page 1 of 4

Step 6: Review the destinations and confirm that the selections are correct:

1. The first column will display the destinations, with an option to remove that destination from the order.
2. The second column will display the delivery method (electronic download for registered recipients and U.S. mail for non-registered recipients when the transcript must be printed and mailed by Parchment). Express delivery (for mailed transcripts) is available.
3. The third column will display the transcript type (the grading period that the transcript is to reflect).
4. The last column will display any fees.

Confirm Your Destinations and Delivery Details

Does everything look correct? If you need to change a destination you selected, click the "remove destination" link. If you need to change the delivery information, click the "edit delivery information" link.

Destination	Delivery Information	Transcript Type	Fee
North Central Michigan College Petoskey, MI remove destination	Delivery Method: Electronic Delivery Application Tracking Number: <input type="text"/> edit delivery information	<input checked="" type="radio"/> Current Transcript Transcript including grades through 1st Semester, 2011 - 2012. <input type="radio"/> Next Grading Period Transcript Transcript including grades for the next Semester and expected to be available on 06/15/2012.	Transcript Fee: \$3.00
Pepperdine University Malibu, CA remove destination	Delivery Method: Electronic Delivery Application Tracking Number: <input type="text"/> edit delivery information	<input checked="" type="radio"/> Current Transcript Transcript including grades through 1st Semester, 2011 - 2012. <input type="radio"/> Next Grading Period Transcript Transcript including grades for the next Semester and expected to be available on 06/15/2012.	Transcript Fee: \$3.00
Total Due:			\$6.00

Step 7: Any payments are processed online. If no fees are incurred, the payment step is automatically skipped.

The screenshot shows a web browser window with the URL "https://www.parchment.com/ip/deliver/confirmation.htm". The page header includes the Parchment logo and the text "Test Mode Is ON". The form is divided into three main sections: Order Information, Payment Information, and Billing Information. The Order Information section shows a total of US \$6.00. The Payment Information section includes fields for Card Number and Expiration Date, with logos for Visa, MasterCard, American Express, Discover, and PayPal. The Billing Information section includes fields for First Name, Last Name, Address, City, State/Province, Zip/Postal Code, and Country. The form has a "Submit" button and a "Cancel" link.

parchment™
credentials unleashed

Test Mode Is ON

Order Information * Required Fields
Total: US \$6.00

Payment Information

VISA MasterCard American Express DISCOVER PayPal

Card Number: * (enter number without spaces or dashes)
Expiration Date: * (mmyy)

Billing Information

First Name: * Last Name: *
Address: *
City: *
State/Province: * Zip/Postal Code: *
Country: *

[Cancel](#)

You will receive a confirmation describing the next steps for your transcript request(s) and Tracking ID(s) for your order.

The screenshot shows a web browser window with the URL "https://www.parchment.com/ip/deliver/confirmation.htm". The page header includes the Parchment logo and the text "Payment successful!". The page is divided into three main sections: Delivery Destinations, Next Steps, and a Confirmation section. The Delivery Destinations section includes a table with columns for Destination, Document Type, Tracking ID, Delivery Method, and Fee. The Next Steps section includes a table with columns for Confirmation and Approval. The Confirmation section includes a "Print" button.

Deliver
Payment successful!

Thank you for delivering your official transcript through Parchment. Your transcript will be delivered to your selected destinations through Docufide by Parchment, Educations Trusted Intermediary (tm).

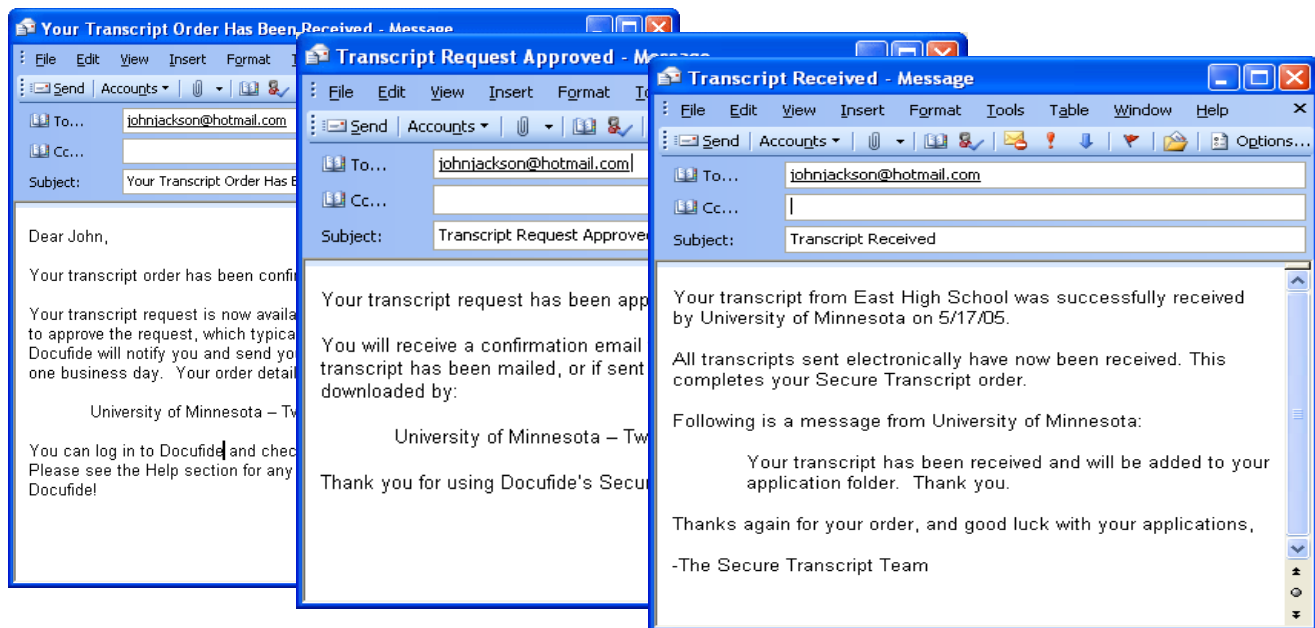
Delivery Destinations [Print](#)

Destination	Document Type	Tracking ID	Delivery Method	Fee
Marquette University	Current Transcript with grades through 2nd Trimester, 2011 - 2012	TRRKO6M	Electronic Delivery	\$0.00

Next Steps

Confirmation	Approval
Please Print this page for your records, or return to your Parchment account at any time and select track to see the status of your deliver. Parchment will send you an email confirming that we have received your order.	Official transcripts are always delivered from the current copy on file in the schools transcript repository. When a transcript is selected to include grades for the current grading period, the request is held until those grades are available. Your school may require an approval of your delivery request before your official transcript can be released by Parchment to your requested destinations.

You will receive automated confirmation emails when your request is received, approved by the school administrator and upon delivery.



This completes the transcript request process. For more detailed information on the request process, including the steps performed by the administrator at the sending school and at the receiving destination to complete the transcript exchange, view the CEPI website at: <http://www.michigan.gov/cepi/0,4546,7-113-54112---,00.html>.